



## **MONTANA STATE HOSPITAL POLICY AND PROCEDURE**

### **EMPLOYEE RECREATION HOSPITAL FACILITIES**

**Effective Date:** December 30, 2013

**Policy #:** HR-09

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- I. PURPOSE:** To establish guidelines for employee utilization of hospital recreation facilities in the Therapeutic Learning Center (TLC).
- II. POLICY:** Montana State Hospital (MSH) recognizes the benefit of employee physical recreation to the overall moral and health of employees; MSH will allow the usage of recreation facilities at the TLC for that purpose.
- III. DEFINITIONS:**
  - A. Employee –Any person actively employed by the State of Montana.
  - B. Rehabilitation Therapy Services (RTS) – Hospital program responsible for Rehabilitation Therapy Services and Recreation Facilities within the Hospital.
- IV. RESPONSIBILITIES:**
  - A. All employees must abide by the guidelines of this policy and use recreation facilities in a safe professional manner.
  - B. It is the responsibility of staff assigned to the RTS Program to monitor employee recreational facility usage for guideline compliance.
- V. GUIDELINES:**
  - A. Employees using recreational facilities in the TLC are required to sign and acknowledge a Personal Recreation Activity Waiver. The waiver will be kept on file with the RTS Program.
  - B. An employee may not utilize the TLC recreational facilities without the presence of RTS staff. TLC access for the purpose of staff utilization of recreation facilities without RTS staff in attendance is prohibited.
  - C. Employee usage of the TLC recreational facilities is to be on an employee's non-work time and acknowledged by the employee's direct supervisor.

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- VI. REFERENCES:** None
- VII. COLLABORATED WITH:** Hospital Administrator, Rehabilitation Department Manager.
- VIII. RESCISSIONS:** #HR-09, *Employee Recreation – Hospital Facilities* dated December 23, 2015; #HR-09, *Employee Recreation – Hospital Facilities* dated October 30, 2006; #HR-09, *Employee Recreation – Hospital Facilities* dated September 1, 2002; HOPP # HR-03-97-R, *Employee Recreation – Hospital Facilities* dated June 19, 1997.
- IX. DISTRIBUTION:** All hospital policy manuals
- X. ANNUAL REVIEW AND AUTHORIZATION:** This policy is subject to annual review and authorization for use by either the Administrator or the Medical Director with written documentation of the review per ARM § 37-106-330.
- XI. FOLLOW-UP RESPONSIBILITY:** Director of Human Resources
- XII. ATTACHMENTS:** Personal Recreation Activity Waiver

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 Todd Thun Date  
 Director of Human Resource